

IN THE WORKS

TUNE IN HERE FOR NEWS ABOUT PERSONNEL SYSTEM REFORM IN WASHINGTON

April 2005

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WHAT'S NEXT FOR PERSONNEL REFORM?

For the last three years, the state has been racing to prepare for implementing the 2002 Personnel System Reform Act. Now the home stretch is in sight, with just three months left until the July 1 effective date.

Will the state be ready for the dramatic changes that are coming? Yes. But there is still a lot of work to be done in the next three months for the transition to go smoothly.

Most elements are in place

The bargaining agreements for union-represented employees have been ratified, and all but a few of the new rules for non-represented employees have been adopted.

Extensive training on both master agreements and rules is underway. Training for human resource professionals is nearly complete, and manager training has begun. *(See related articles on page 3.)*

The rules and processes for competitive contracting also are in place.

Key element lagging behind

As we've reported in recent newsletters, implementation of the new Human Resource Management System (HRMS) has been delayed. This means that the new computer system will not be in place to implement the changes on July 1.

Instead, the Department of Personnel (DOP) will use the existing personnel/payroll system (PAY1) and some temporary work-around procedures to support the new rules and contracts until the HRMS is in place.

Considerable work has been done in the last two months to modify the PAY1 system to accommodate reform changes and to prepare alternate processes (including some manual work) to be ready for July 1.

Continued...

LABOR RELATIONS OFFICE LAUNCHES NEW WEBSITE

On Friday, April 1, the Labor Relations Office launched its new and improved website!

You can find collective bargaining agreements, training schedules, helpful labor relations resources and much more on the new site.

Check it out at:
<http://www.ofm.wa.gov/labor/>



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Still work to be done

The focus for the next three months will be on cleaning up final details and preparing agencies, managers and employees for the coming changes.

Following are some of the activities that you can expect to see in the next several months:

- ★ Agencies are reviewing their internal policies and procedures and will modify them as needed to support the new rules and provisions of the bargaining agreements.
- ★ The first group of classification changes takes effect June 1. Agencies will send letters notifying affected employees of the change.
- ★ Work continues on the next round of classification changes. (*See adjacent article.*)
- ★ Remaining rule topics are under discussion and drafts will be coming out soon.

Topics include: drug/alcohol testing, background checks, temporary layoff, seniority for higher education employees, what constitutes a break in service, seasonal employment, movement between the Washington Management Service and Washington General Service, and some housekeeping changes.

- ★ Training on the new master agreements and the new rules will continue. Current training targets managers and human resource professionals.
- ★ Training for employees will mostly take place at the agency level. DOP will offer some general overview sessions for non-represented employees in June and July.
- ★ Work on the existing payroll computer system will continue. DOP staff is developing services within the current system to support hiring requirements under the new rules and contract provisions.

Progress on all of these tasks is being monitored closely, and everything is on track to implement the changes on July 1. Thanks to the many people responsible for getting agencies ready to make this exciting transition. ★

WORK CONTINUES ON CLASSIFICATION

The first of the new job classes are set to go into effect on June 1, 2005. These Group 1 job classes were adopted last September, following an extensive review process.

Now the focus is on finalizing the job specifications for the Group 2 and 3 occupational categories, based on feedback received from employees and agencies. The Department of Personnel Director is expected to adopt the new specifications on May 12. The proposed effective date is January 1, 2006.

This second round of classification changes will affect approximately 8,000 state employees.

Upon adoption of the Group 2 and 3 classifications, DOP staff will immediately begin prioritizing, assessing, and preparing job classes for future transition to occupational categories, which will occur in stages during the next several years.

For additional information, go to the Department of Personnel web site:
<http://hr.dop.wa.gov/hrreform/classplan.htm>

MASTER CONTRACT TRAINING...

Is up and running! Between now and mid-May, the Labor Relations Office is offering four train-the-trainer modules on the new master agreements. The training has been designed to reflect specific terms of each master agreement and is intended for Labor Relations and Human Resources professionals responsible for training managers and supervisors in their agencies.

Module 1: Master Contract Overview

This one-day course will provide a general overview of key articles in the master agreements. There is a separate class for each master agreement.

Module 2: Hours of Work for Represented Employees

This course will help you administer the hours of work and overtime provisions of the new master agreements. There is a separate class for each master agreement.

Module 3: Union/Management Communication Committees

This interactive, half-day course will provide an overview of Union/Management Communication Committees. The focus will be on the contrast between current practices and new master agreement provisions. Subjects include: past practices, mandatory subjects, successful meeting dynamics, and the roles of committee participants and the Labor Relations Office.

Module 4: Grievance Procedure

This course will provide a general overview of the grievance and arbitration provisions of the new master agreements. Although there are differences in these provisions throughout the various master agreements, this course will not be focused on any specific master agreement. However, the differences between master agreements will be addressed in each class.

View the full training schedule at <http://www.ofm.wa.gov/labor/training/schedule.pdf>. You may register for training through your agency training representative or call the Department of Personnel at (360) 664-1921. ★

NEW CIVIL SERVICE RULE TRAINING

Civil Service Reform brings about important changes to the rules that govern the management of non-represented employees (employees not represented by a union). As the state embraces a more performance-based culture, managers and supervisors need to understand those changes. If you are responsible for supervising non-represented employees, then new rules training, **CSR Rule Changes: An Overview for Managers**, is for you.

This four-hour overview will introduce participants to key changes in the following areas:

- ★ Planning and aligning the management of human resources
- ★ Hiring, developing and deploying your workforce
- ★ Managing workforce performance
- ★ Recognizing that with flexibility comes accountability
- ★ Understanding new Washington Management Service rules

The first sessions will be:

Dates: April 26, 8:00 - 12:00
April 28, 8:00 - 12:00

Course Code: 01-16-CS19

Cost: Free

Place: DSHS OB2 Auditorium

Next Offering

In mid-May, the Department of Personnel will follow up with the next training offering for managers and supervisors, **Using Competencies in Managing Staff**. ★

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GOVERNOR GREGOIRE PROPOSES SALARY INCREASES

Public employees have a fundamental role in the effective delivery of state services, and cost-of-living adjustments (COLAs) are part of the state's cost of doing business. Governor Christine Gregoire's 2005-07 budget proposal to the Legislature reflects this approach. It includes COLAs for all state-funded employees, including those represented by unions and those who are not represented.

The Legislature has the role of approving funding for any proposed increases for non-represented employees. The Legislature must also approve the economic terms of the negotiated contracts for those employees represented by labor unions.

Health Insurance Proposal

Under the Governor's plan, state workers, public-school employees and staff of state colleges and universities continue to contribute a 12 percent share of their health insurance costs. Because overall premium costs are going up, individual employees will pay higher monthly costs. The state's contribution also will rise in the next biennium - by a total of \$286 million.

Salary Proposal

Governor Gregoire's proposal applies to all general government employees. Terms vary for higher education employees. For those employees represented by a labor union, pay increases are consistent with the terms in the master agreements. Salary increases are subject to legislative approval.

- ★ *Union-represented employees.* Receive a 3.2 percent increase effective July 1, 2005. Another increase of 1.6 percent (except Teamsters, who receive 2.9 percent) is provided effective July 1, 2006, until June 30, 2007, when it expires.
- ★ *Non-represented employees.* Receive a 3.2 percent increase effective July 1, 2005. Another increase of 1.6 percent is provided effective July 1, 2006, until June 30, 2007, when it expires.
- ★ *Salary Survey.* For those employees who lag the most behind market rates (more than 25 percent) in the 2002 Department of Personnel salary survey, funding is provided to increase their pay to within 25 percent of market rate.
- ★ *Job Class Consolidation.* For those employees affected by job class consolidations, salary increases to be granted when necessary for consolidation.

Find a complete list of Governor Gregoire's employee compensation package for both represented and non-represented employees in her 2005-07 budget proposal to the Legislature here:

<http://www.ofm.wa.gov/budget05gregoire/recsum/713.pdf>.

Have feedback? Email it to WASHINGTONWORKS@ofm.wa.gov

*Check out the **WASHINGTON WORKS** website at
www.washingtonworks.wa.gov for more information.*

Use the online [feedback form](#) to comment on any aspect of the reform effort.

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